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## NOTICE OF VACANCY

**POSITION TITLE:** Biological Science Laboratory Technician

**ANNOUNCEMENT #:** MP-11-0034-JR

**DIVISION:** Research & Development Service

**LOCATION:** Portland VA Medical Center. Portland, Oregon.

**SERIES & SALARY RANGE:** GS - 0404- 6 \$36,799 to \$47,837

**OPEN DATE:** 11/24/2010

**CLOSE DATE:** 12/03/2010

**NUMBER OF VACANCIES:** 1

**POSITION INFORMATION:** 13 month Term position (NTE 1 year and 1 day). Full time. Monday through Friday

**WHO MAY APPLY:** Portland VA and Nationwide VA Medical Center career or career conditional employees and permanent Title 38 and Title 38 Hybrid employees eligible under the interchange agreement and people eligible under special hiring authorities (Noncompetitive appointment of certain military spouses, VEOA (Veterans Employment Opportunity Act) eligible applicants, Schedule A Applicants, VRA (Veterans Readjustment Act) eligible applicants), ICTAP/CTAP eligible Federal Employees,.

**BARGAINING UNIT POSITION:** Yes

**MAJOR DUTIES:** The Biological Science Lab Technician is responsible for maintain the laboratory facilities and equipment within the designated area. The Incumbent uses established procedures to calibrate, control and maintain a variety of instrumentation and laboratory equipment. The Incumbent will maintain comprehensive records of written and practical quality control measures and be able to distinguish on a short and long term scale discrepancies that need to be remedied and accounted for. The Biological Science Laboratory Technician coordinates with data processing to update tracking/inventory data. The incumbent prepares a variety of organic samples that effective support a variety of research procedures. As well, the Biological Science Laboratory Technician will organize and execute protocols, perform difficult and complex tests where some aspects may not be covered completely in examinations or guidelines.

### QUALIFICATIONS:

- **Eligibility:** U.S. Office of Personnel Management [Qualification Standards](#) Handbook for GS-0404. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

- **Basic Requirements:** Must be a U.S. citizen.

- **Specialized Experience:** At least one year of experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Specialized experience includes, but is not limited to; working within a research oriented laboratory environment

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and ensuring quality control through comprehensive understanding of equipment and procedures. Experience with establishing and maintaining records in a laboratory environment.

- **Substitution of Education for Experience:** At the GS-6 level, generally not applicable.

- **Basis for Rating:**

Applicants will be ranked based on four quality groups, as follows:

Best qualified - applicants possessing experience that substantially exceeds the minimum qualifications of the position including all selective factors, and who are highly proficient in all requirements of the job and can perform effectively in the position;

Highly qualified - applicants possessing experience that exceeds the minimum qualifications of the position including all selective factors, and who are proficient in most of the requirements of the job;

Well qualified - applicants possessing experience that meets the minimum qualifications of the position including all selective factors, and who are proficient in some, but not all, of the requirements of the job; and

Qualified - applicants possessing experience and/or education that meets the minimum qualifications of the position including all selective factors.

After the vacancy announcement closes, reviewed applications are evaluated against the application materials submitted and placed in the appropriate quality group. Qualified veterans will be afforded preference by being placed at the top of the appropriate quality group. Qualifying veterans with a service-connected disability of 10% or more will be placed at the top of the best qualified group. The best qualified group is the first to be referred to the hiring facility for further consideration and possible interview. The remaining groups may be referred based on the number of applicants available.

### CONDITIONS OF EMPLOYMENT:

- Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future
- Applicants without prior federal service will be appointed at step one of the grade
- Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.
- Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.
- If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the [Selective Service](#) System, unless you meet certain exemptions.
- A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.
- Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### HOW TO APPLY:

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Application forms may be obtained in Human Resources Management Service or on our Portland VAMC internet website, <http://www.portland.va.gov/PORTLAND/careers/>

#### Portland VAMC Permanent Internal employees:

1. [VAF 4078, Application for Promotion or Reassignment](#)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due (if in the bargaining unit due 7 days after close of announcement, input due date))
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (due (if in the bargaining unit due 7 days after close of announcement, input due date))
4. Updated application; [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume.
5. [MPQ – Merit Promotion Questionnaire](#) is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF.

#### Other VA applicants submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612.
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. SF-50, Notification of Personnel Action.
4. Latest supervisory performance appraisal.
5. [VAF 4676a, Employee Supplemental Qualifications Statement](#) or on a separate sheet of paper responses to the KSA's. Candidates are recommended to submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement.
6. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) (Optional)
7. A copy of your college transcripts (Optional unless education is required). Please note, education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admns/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly. Foreign Education; to receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

**All application packets must be received in Human Resources by Close of Business (COB) on 12/03/2010.**

- Mailed to: PO BOX 1034, Portland, OR 97207
- Brought in person to: Portland VA Medical Center at 3710 SW US Veterans Hospital Road, Portland, OR 97239, Human Resources Building 16, Room 300

**Thank you for your interest in the Portland VA Medical Center, for more career opportunities please visit:**  
<http://www.portland.va.gov/PORTLAND/careers/> or [USAJobs](#).

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